

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 11-133**

**SUBJECT:
Commercial Assistant, FSN-07 (Basrah)**

**DATE:
08-25-11**

OPEN TO: All Interested Candidates/All Sources (IF YOU APPLIED FOR THIS POSITION UNDER ANNOUNCEMENT NUMBER 11-113, YOU DO NOT NEED TO RE-APPLY)

FROM: Human Resources Office

POSITION: Commercial Assistant, FSN-07; FP-07*

OPENING DATE: August 25, 2011

CLOSING DATE: September 11, 2011

WORK HOURS: Full time: 40 hours/week

SALARY: *Ordinarily Resident (OR): 22,539 USD p.a. (Starting Basic salary)
(Position Grade: FSN-07)

*Not-Ordinarily Resident (NOR): 39,994 USD p.a. (Starting Basic salary)
(Position Grade: FP-07)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Consulate in Basrah is seeking an individual to fill the position of **Commercial Assistant** in the **Basrah Economic/Commercial Section**.

BASIC FUNCTION OF THE POSITION

The Commercial Assistant advises officers in the Economic/Commercial Section on issues related to Basrah consular district commercial development, and related Government of Iraq commercial policy matters, and assists the Economic/Commercial Section in promoting USG policies with respect to Iraq's investment climate.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Two years of college studies with a focus on economics or business is required.
2. Two years experience in the private sector or a government office involving the application of economic, financial, and/or commercial concepts, including the analysis and reporting of related data is required.
3. Level III (Good working knowledge)-Reading/Speaking/Writing English and Level IV-(Fluent) Reading/Speaking/Writing in Arabic required. **(English Language will be tested)**
4. Knowledge of Iraqi society, economic structures, institutions, historical influences and trends.
5. Must have computer skills including internet proficiency and Microsoft programs such as Word, Excel, PowerPoint, and translation software. Must be able to conduct research on trade, investment, labor, agriculture and financial issues.
6. Must be able to plan and handle multiple tasks and projects with minimum supervision, experienced in managing data, and working independently on day-to-day matters.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to BaghdadJobs@state.gov

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on below:

<http://iraq.usembassy.gov/iraqis-jobs-opportunities.html>

E-mails received without the appropriate subject line will not be considered. Your e-mail must states the vacancy title and vacancy announcement number in the subject line, example: -11-133 - Commercial Assistant, Basrah.

CLOSING DATE FOR THIS POSITION: SEPTEMBER 11, 2011

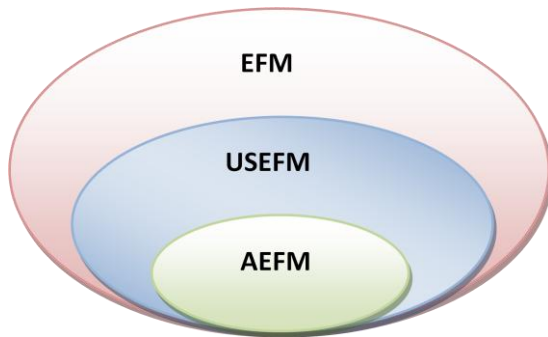
The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: S/HRO/WDG
Cleared : ECON/COMM/TMS
Drafted : HRA/MM

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of

the sponsoring employee who is unmarried and at least 18 years old; and

- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Vacancy Announcement

U.S. Embassy, Iraq



Announcement Number:11-133	SUBJECT: Commercial Assistant, FSN-07 (Basrah)	Opening Date: 08-24-2011 Closing Date: 09-08-2011
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40% of time

Commercial Promotion Program-While adhering to USDOC and STATE regulations: Organizes and recruits for, implements and follows up on U.S. trade promotions in Basrah at trade exhibitions and via catalogue shows. Prepares Econ/Commercial officers to counsel visiting U.S. business professionals on local business practices and laws, and assists them in finding good local agents, customers, and/or partners for their products and services. Researches and prepares material and identifies preliminary contacts for Gold and Platinum Key and other Commerce services. Designs and produces brochures and other publications to raise interest and further commercial relations.

25% of time

Commercial Reporting: Researches and contributes to U.S. Department of Commerce reports, including the annual Commercial Guide (CCG), Trade Opportunity Reports, Agent Distributor Service and International Market Insights. Monitors commercial issues in the local press and industry publications. Researches, analyzes and drafts reports on developments of interest to U.S. exporters and U.S. trade officials. Briefs Econ/Commercial Officers regularly and translates from Arabic newspapers and periodicals as required. Drafts sector reports periodically. Researches trade and investment complaints and drafts necessary correspondence for clearance. Researches and drafts replies to inquiries from U.S. firms seeking commercial information.

25% of time

General Activities: Maintains PRT's local company database, including company brochures, newspaper stories, questionnaires and visit reports. Performs Internet searches for background material on various subjects and upon request. Supports the maintenance of PRT commerce-related web pages, updating as needed. Maintains close communication with Commercial Officer and colleagues at Embassy Baghdad. Accompanies Embassy officers to business meetings as required. Drafts appropriate correspondence upon request.

10% of time

Serves as back-up for Economic Assistant and Consular Assistant as needed. Performs other related duties as directed, in support of the overall Mission.